

	ENFORCEMENT POLICE ASSISTANT (PA) PROGRAM	Operations Order 7.12.00
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1. **PURPOSE**

The purpose of this order is to provide guidelines for the operation of the enforcement Police Assistant (PA) program. PAs provide the Department's Patrol Division with assistance by taking **selected** calls for service and investigations which gives patrol officers the ability to respond to higher priority calls for service. The purpose of this program is to further the Department's commitment to better serve, and improve relationships with, the community.

2. **SCOPE**

- A. This applies to all enforcement Police Assistants (PAs); however, specialty units are authorized to deviate from this policy with written permission from the Bureau Commander and should be documented in their Bureau Manual.
- B. PAs will be trained in evidence collection to include camera, crime scene, gunshot residue (GSR), and DNA, basic first aid, and tourniquet and Narcan application to assist patrol officers in the execution of their duties.

3. **POLICE ASSISTANT RESPONSIBILITIES**

- A. Must have a working knowledge of Operations Orders, Arizona Revised Statutes (ARS), and Phoenix City Codes (PCC) used in the course of their duties.
- B. Know the police report writing program (RMS) and successfully complete Incident Reports (IRs) and supplements.
- C. Attend on-going job-related training as required.
- D. Conduct specific criminal and civil investigations with a focus on Priority 3 calls for service to assist Patrol.
- E. Conduct traffic investigations, issue civil citations, follow-up at hospitals for collision investigations, and complete Accident Reports.
- F. Know the types of calls for service to which PAs can respond, and in what capacity they can be involved (see sections 9 through 13 of this order).
- G. Be available to assist patrol officers with approved details during investigations.
- H. DO NOT respond to in-progress Priority 1 calls until the scene is safe and only when requested to assist.
- I. DO NOT take or respond to calls for service in which a suspect is present or may be present.

4. **USE OF FORCE FOR ENFORCEMENT PAs**

- A. Enforcement PAs will be trained and instructed in the Department's use of force policies before employing issued weapons, tactics, or techniques.
- B. Only Department-issued equipment and irritants will be used.
- C. Handcuffs will NOT be issued, carried, or used by enforcement PAs while working.
- D. Enforcement PAs will be introduced to and familiarized with basic Defensive Tactics, for defense, during their Academy training.

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5. **ENFORCEMENT PA ACADEMY**

- A. If an employee takes an enforcement PA position within the Department, they must attend a 7-week Academy, facilitated by the Field Training Detail, consisting of the following:
- (1) Basic functions of investigations.
 - (2) Criminal and traffic laws that apply to their responsibilities.
 - (3) Report writing including organizing thoughts, proper sentence structure, and the use of the RMS report writing system.
 - (4) Impound procedures.
 - (5) Familiarization in driving, traffic control, searches, de-escalation, radio communication, MDC function and use, and PolicePoint.
 - (6) Certification to carry Oleoresin Capsicum (OC) spray.
 - (7) Certifications including DNA collection, camera, first-aid, CPR, TOC, and others.

6. **FIELD TRAINING IN PATROL**

- A. The PA will be assigned to a squad within a precinct, bureau, or unit.
- B. They will be placed with a Train-In-Place Field Training Officer (FTO) or a tenured patrol officer for three weeks during which they will complete a checklist and be evaluated on their performance.
- (1) Each area on the checklist should be addressed and signed off by both the PA and training officer.
 - (2) A minimum of three weeks will be completed with a training officer; however, the PA's training may be extended at the discretion of the squad Sergeant.
 - (a) If a PA is struggling, the chain of command from the precinct should contact the Field Training Detail for assistance with specific issues to promote the success of the PA.
 - (b) Significant issues should be identified and documented by the assigned officer and/or sergeant.
- C. After completing three weeks training with a patrol officer, the PA will ride three additional weeks with another PA working in the assigned precinct.
- (1) If no PAs are available, the trainee PA will continue to ride with the assigned patrol officer.
 - (2) During these three weeks the focus will be on responding to the approved types of calls for service.
- D. Once the PA is solo capable, they may be assigned to another squad, or remain assigned to the same squad.
- (1) Solo capable PA call signs will use the assigned precinct designator, followed by a two-digit identifier and ending with "C" (civilian) (e.g. 401C).
 - (2) They will assist their squad with approved calls for service and be available to assist throughout their precinct when possible.

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6. E. During the first year as a PA, they will complete shadows with the following units:

- Traffic Motors
- Crime Scene Technicians
- Parking Enforcement

7. **ENFORCEMENT PA UNIFORMS**

- A. Enforcement PAs will adhere to the uniform policy as outlined in [4.1M, Professional Staff Uniforms, section 8](#).
- B. Proper grooming will be maintained, and uniforms and equipment will be kept clean and serviceable while on duty as outlined in the uniform policies.

8. **OPERATION OF DEPARTMENT ASSIGNED PA VEHICLES**

- A. Enforcement PAs, when not riding with a patrol officer, will drive designated Police Assistant vehicles outfitted with amber overhead lights, Department logos and insignia, and Police Assistant signage.
- B. Police Assistant vehicles will have the following equipment:
- Fully charged fire extinguisher
 - A minimum of one box of flares
 - Blanket
 - Crime scene tape
 - Marking crayons
 - Traffic cones
 - Appropriate Department forms
 - Jumper cables
 - Industrial broom and dustpan
- C. If a Police Assistant vehicle is not available for their shift, an Enforcement PA can drive an available patrol vehicle.
- (1) Precincts will have magnetic signs with Police Assistant printed on them and a sign-out book will be available to document their use.
 - (2) By signing the book, the PA understands and has read the PA rules of driving a converted patrol vehicle.
 - (3) PAs will indicate the number of magnets signed out for their shift in the sign-out book.
 - (4) Before leaving the station the PA will affix the magnetic signage to each side of the vehicle and the rear hatch, in areas clearly visible to the public.
 - (5) When operating a converted patrol vehicle, PAs may only activate the emergency lights when working in the roadway on a collision, a stalled vehicle, or while doing traffic control or related details.
 - (a) Civilian employees, including PAs, will NOT drive patrol vehicles with the emergency lights activated.
 - (b) When the emergency lights are activated, the PA will wear the Department issued Police Assistant reflective vest.

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8. C. (6) PAs will not engage in any on-view traffic stop enforcement or be involved in any type of pursuit (see [Operations Order 6.1.00 Operation of Department Vehicles](#), section 1.M.)

- (7) If, during the PA's shift, it is found a magnetic strip is missing or has been taken off the vehicle, an on-duty Sergeant will be notified immediately.

- (8) At the end of shift, the PA will remove the magnetic signage and return it to the precinct.

9. **CALLS FOR SERVICE/DUTIES APPROVED FOR PAs**

- A. PAs should be available to assist with details such as female arrestee searches, translation, evidence collection, and traffic control, and replace officers on those details when requested.

- B. Conduct approved criminal and civil investigations, with a focus on Priority 3 calls for service, and complete the appropriate associated reports.

- C. Conduct traffic investigations including, issuing civil citations, follow-up at hospitals, and completing Accident Reports.

- D. Approved calls for service PAs may investigate where NO suspect is present.

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| • 315 – Forgery | • 487 - Theft | • 511T–Vehicle Tow/Impound |
| • 315D – Theft of Credit Card | • 487C–Theft of Catalytic | • 585 – Traffic Hazard |
| • 315I – Identity Theft | • 487F – Theft from Vehicle | • 586 – Illegal Parking |
| • 318 – Theft by Fraud | • 487I – Stolen Bicycle | • 917 – Abandoned Vehicle |
| • 319 – Loss Report | • 487LP – Stolen License Plate | • 928 – Found property |
| | | * Including weapons |
| • 415B – Criminal Damage | • 487V – Stolen Vehicle | • 928I – Found Bicycle |
| * No DV or Suspect/s present | | |
| • 459C – Commercial Burglary | • 488I – Recovered Bicycle | • 928N – Found Drugs/Para |
| • 459F – Burglary from Vehicle | • 488P–Recovered FOJ/Property | • 961 – Accident/No Injuries |
| • 459M – Burglary of Catalytic Converter | • 488V–Recovered Stolen Vehicle | • 962–Accident With Injuries |
| | * No suspect/s present | |
| • 459R – Residential Burglary | • 503G - Graffiti | • 10-91 – Motorist Assist |
| • 459V–Burglary of Vending Machine | • 508 – Traffic Control | |

10. **CALLS FOR SERVICE/DUTIES NOT AUTHORIZED FOR PAs**

- A. PAs will not respond to in-progress Priority 1 calls until the scene is safe and only when requested by patrol officers at the scene.

- B. Will not respond to calls for service in which suspect/s are present or may be present.

- C. Will not take civil stand-by calls to serve Orders of Protection or Injunctions Against Harassment.

- D. Will not be in the booking rooms of any precinct by themselves with any arrested person/s.

- E. Will not complete fingerprinting for arrested person/s.

- (1) PAs may use Digi-Scan out on the street.

- F. Will not transport or have arrested person/s in any vehicle they are using.

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10. G. Calls for Service PAs will not respond to as the primary unit and WILL NOT have disposition.

- 210 – Strong Armed Robbery
- 211 – Armed Robbery
- 211E – Extortion
- 211H–Robbery Home Invasion
- 237M – Use of Marijuana
- 239 – Fight
- 245 – Aggravated Assault
- 245A– Vulnerable Adult Abuse
- 250 – Harassment
- 250C – Cyber Bullying
- 251 – Stalking
- 260 – Sexual Abuse
- 260J – Juvenile Sexual Abuse
- 261 – Sexual Assault
- 301 – Prostitution
- 302 – All 302 Codes
- 310 - Molesting
- 311 - Indecent Exposure
- 312 – Child Neglect
- 312A – Child Abuse
- 315C – Money Laundering
- 317 – Soliciting
- 415E – Loud Music
- 415F – Family Fight
- 415G – Shots Fired
- 415I – Incurable Juvenile
- 415L – Loitering
- 415W – Misuse of Weapons
- 417 – All 417 Codes
- 418 – All 418 Codes
- 415 – Homicide
- 459A – Burglary Alarm
- 491 – All 491 Codes
- 501 – False Reporting
- 502 – Interfering w/Judicial Proceedings
- 511V – Vehicle Stops
- 510F – Felony Flight
- 601T – Truancy
- 647 – All 647 Codes
- 651 – All Animal Codes (unless certified)
- 707 – Bomb Threats
- 900 – Check Welfare
- 901 – All 901 Codes
- 907 – Immediate Backup
- 911H – 911 Hangup
- 915 – Fire Calls
- 918 – All 918 type Calls
- 927 – Unknown Trouble
- 10-76 – Notify Owner of 488V Recovery

H. When a scene is secure on these types of calls, and a patrol officer requests, the PA can respond and **assist** officers on scene with the following:

- 964T – Translation details
- Photographs
- Processing the scene
- DNA processing
- Impounds
- Standing-by for other services
- Traffic Control
- Scene Security

11. **CALLS/DETAILS WITH NO SUSPECT/S PRESENT AND NO FOLLOW-UP**

A. PAs may take the following calls under the listed circumstances:

- 236 – Threats: Telephone detail or when a suspect is not at or near call location
- 240 – Assault/Simple: NOT Domestic Violence (DV) related and no suspect/s at or near call location
- 390D – DUI: Only assist if found during collision investigation
- 415B – Criminal Damage: NOT DV/suspect/s not present or nearby
- 487/487B – Theft/Shoplifting: Suspect/s not present nor in the immediate area/No follow-up
- 601 – Missing Person: No exigent circumstances exist
- 601F – Found Missing Person: No exigent circumstances exist
- 601J – Missing Juvenile: No exigent circumstances exist
- 961H/962H – Hit and Run Accidents: Will not conduct follow-up/will only submit report

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12. **TRANSIT ENFORCEMENT PA CALLS FOR SERVICE**

- A. Transit PAs may take the following calls for service when the incident occurs on, or is seen at, City bus stops or light rail platforms under the listed circumstances.
- 239 – Arguments related to fare complaints
 - 415B – Not in progress, damage to property of bus/light rail services
 - 415L – Open Containers: Civil citations only
 - 418T – When contacting individuals at bus stops or light rail platforms
 - 900 – Calls for service at bus stops or light rail platforms

13. **DOWNTOWN OPERATIONS UNIT (DOU) PA CALLS FOR SERVICE**

- A. Focus is on the downtown district and PAs will handle any calls for service permissible as listed in this order.
- B. All PAs can take approved calls for service regardless of their assignment (Patrol/Transit/DOU) but calls in their assigned area are their first priority.